

Setting Tabs Bell Ringer

1. Open Microsoft Word. Select File and then New. Click **Single Spaced (blank)**. Click Create.
2. Create a header with your name, Tabs Bell Ringer and class period.
3. Save as **classperiod_lastname_firstname_tabsbellringer** in your Word Processing folder.
4. Bold, center and use uppercase for the Title (I LOVE YOU IN VARIOUS LANGUAGES)
5. Press Enter after typing the title and change alignment to left.
6. Set a left tab at 1" and a right tab with dash leaders at 5.25".
7. Key the text below using the tabs that you set. Be sure to press tab before typing the first word on each line.
8. Bold and underline (Words Only) the Headings (Language and Translation).
9. Shade the Title (I LOVE YOU IN VARIOUS LANGUAGES) Green, Accent 6, Lighter 80%.
10. Apply a paragraph border to the Title (I LOVE YOU IN VARIOUS LANGUAGES) with Box setting, Green Accent 6, Darker 50% with a width of 2 ¼ pt.
11. Set the spacing after the Title (I LOVE YOU IN VARIOUS LANGUAGES) to 18 pt.
12. Set the spacing after the Headings line (Language, Translation) to 12 pt.
13. Sort on the first column by text.
 - a. Select all lines below the Headings (Language, Translation).
 - b. Click Sort
 - c. Make sure Type lists Text.
 - d. Click OK.
14. **Save again. Turn in.**

I LOVE YOU IN VARIOUS LANGUAGES

Language	Translation
Hopi	Nu' umi unangwa'ta
Yiddish	Ich libe dich
French	je t'aime
Spanish	Te amo
Danish	Jeg elsker dig
Filipino	Mahal ka ta